

**CONFIDENTIAL**

FILE 05M-2-2 (44)

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MEMORANDUM FOR: Director of Planning, Programming and Budgeting

John:

Attached for your information is an extract from the minutes of the DD/S staff meeting of 19 April 1966 describing in general a situation which exists in the administration of requests for computer support levied upon the Office of Computer Services by the Support Offices. We have now worked out a procedure with each of the Support Offices and the Office of Computer Services whereby all requests for computer support will be routed through [ ] who will act as mediator in adjudicating priorities and readjusting schedules when necessary.

I understand that many of the requests you have for computer assistance require the manipulation of data in the computer files belonging to the individual Support Offices. This, in effect, puts your requests and ours into competition with each other for programming support as well as computer time.

It occurs to me that it might be to everyone's advantage if we could arrange to have your requests for computer services mediated in the same way. If you agree, I will ask [ ] to lay it on with the Office of Computer Services and the appropriate person in your office.

SIGNED Alan M. Warfield

Alan M. Warfield  
Acting Deputy Director  
for Support

Att

SA-DD/S:RHW:dek (23 May 66)

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